

## RECREATION PROGRAM COORDINATOR

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs responsible paraprofessional work coordinating a variety of recreation programs; does related work as required. Work is performed under regular supervision. Supervision is exercised over part-time program staff and volunteers.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Developing, coordinating and implementing recreation programs; scheduling staff and programs and special events; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs, counsels, disciplines and evaluates assigned staff of volunteers and instructors; processes employee concerns/problems; advertises for positions; interviews prospective employees; orients new employees; completes all personnel paperwork associated with assigned staff.
- Plans, implements, promotes and evaluates special events, programs, camps, trips, classes and workshops; promotes various programs by preparing flyers and brochures; delivers promotional materials to businesses; contacts radio stations and newspapers for promotional purposes; meets with community groups.
- Prepares text and other materials for Good Times publication; reviews text; delivers publication throughout assigned region.
- Supervises classes and activities; prepares rosters and waivers for each instructor; conducts evaluations.
- Orders supplies and materials; maintains inventory; organizes supplies, volunteers and staff; sets-up and cleans up after programs.
- Participates on special teams; attends meetings.
- Prepares and monitors program budgets; develops and recommends program policies and procedures.
- Processes and organizes registration forms for programs; listens to and interacts with the public.
- Processes refunds and credits; informs class participants of class changes.
- Monitors region's programming revenue and expenses.
- Ascertains center needs and evaluates overall program effort.
- Performs general clerical tasks; answers telephone; prepares correspondence, forms, flyers, brochures, reports, etc.; maintains records and files.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the equipment and techniques necessary to successfully conduct recreation programs; general knowledge of the methods involved in organizing, conducting, promoting, and supervising recreation activities; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to express ideas clearly both orally and in writing; skill in the operation of personal computer including the ability to operate various software packages; ability to establish and maintain effective working relationships with associates, program participants, instructors and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, physical education, sports management or related field and some experience in one or more of the major fields of organized recreation programs.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of first aid, CPR

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and AED certifications.

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